

AFRAN Meeting (with Executive Council, Board and Committee Co-Chairs)

Meeting Date: 17 March 2021

Meeting Time: 17h00 GMT / 19h00 SAST

Attended

Abdou Niang	AN
Mohamed Hani Hafez	MHH
Faical Jarraya	FJ
Mohamed Abel Gawad	MAG
Saraladevi Naicker	SN
Hesham Elsayed	HE
Hubert Yao	HY
Francois Kaze	FK
Elliot Koranteng Tannor	EKT
Malcolm Davies	MD
Joshua K Kayima	JKK
Razeen Davids	RD
Rim Goucha	RG
Bruno Léopold Agboton	BLA
Ebun Bamgboye	EB
Ifeoma Ulasi	IU
Boucar Diouf	BD
Tarik Sqalli Houssaini	TSH
Alain Assounga	AA
Vincent Boima	VB
Nicola Wearne	NW
Gill Slaughter	GS – Turners
Lethisha Harilall	LH – Turners

Apologies

None noted	
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No	Content	Action
1	Welcome and Apologies	
	AN welcomed everyone to the meeting and thanked all for attending. No apologies were noted.	
2	Minutes of Previous Meeting and Approval of Minutes	
	AN read out the previous minutes and asked all if there were any corrections or comments from the previous minutes. RD suggested that all members should read the minutes prior to the meeting instead of AN reading it out at the meetings. All agreed. The following corrections and comments were noted: <ul style="list-style-type: none">• Spelling: Subsided should be changed to subsidised.• Spelling: SAPSI to SAPSE.	LH – Turners

	<p>RD queried if membership payments had come through. LH advised that no payments had been received to date.</p> <p>The minutes were approved. RD proposed and IU seconded.</p>	
3	Committees Terms of Reference	
	<p>NW presented the Terms of Reference on behalf of the Education Committee.</p> <p>MHH proposed an African Diploma in Nephrology. This could be done online and within a specified timeframe i.e. 1 year. NW agreed that this was a good idea.</p> <p>RD requested that the education committee prepare a formal survey of all the nephrology training programmes on the continent under their Needs Assessment. NW and RD would brainstorm this idea further.</p> <p>RD queried if Palliative Care would be part of the educational efforts and involve people who are not medical doctors i.e. community workers. NW answered that the committee did think about Palliative Care and not only education for nephrologists. NW advised that the committee would strengthen this section. BD asked if training of biomedical technicians would be added. NW answered that this could be done and requested BD to email through his specific requirements. HE commented that collaboration must take place with producer and agent.</p> <p>EKT commented that Bianca Davidson from the Young Nephrologist committee was part of Education Committee as well and this would be beneficial to both committees.</p> <p>AN suggested that the webinar planning start as soon as possible. NW and AN would brainstorm taking this forward.</p>	NW
4	AJN Update	
	<p>Deputy Editor Post – RD was officially appointed the Deputy Editor of the AJN. All agreed.</p> <p>AJN Website update – RD updated all on the journal platform i.e. Open Journal Systems. The installation is at Stellenbosch University and they run the platform. The AJN is thus hosted on the platform at no additional cost. The platform is currently being upgraded and will make the platform more user friendly. MHH queried the impact factor of AJN. RD answered that there was no impact factor at present.</p> <p>AJN Historical Debt – AA stated that he covered the cost of the journal for five years from the inception of the journal. The estimated figure is approximately R 103 000.00. AA requested a progressive reimbursement. AA advised that this was advised at the Cape Town meeting which was minuted and that he had receipts. AN stated that this must be queried with Prof Fatiu and Prof Swanepoel. AA to send through his invoices in the interim. IU suggested that the past secretary of the previous executive committee (i.e., Prof Fatiu) be part of the meetings to assist with matters like these. RD reminded all of the commitment to reimburse SANS. This would be postponed to the last quarter of 2021.</p> <p>Proposal of a Memorial Fund – AA proposed that half of the historical debt be placed in a memorial fund in honour of his late daughter with the following two objectives;</p> <ul style="list-style-type: none"> • To recognise and support the publication by young authors • To recognise and support the best AJN publication 	AA
5	Committee Budgets	

	All committees to provide the detailed expenditure required. Turners to propose a draft budget template and guidelines. A meeting would be set up with AN, MHH and Turners to take this forward.	
6	Membership Fees	
	<p>Nurses category - FJ suggested adding a category for nurses. All agreed that this was already covered under the Associate Member category.</p> <p>Associate member fee - RD queried if non-African colleagues were eligible to join AFRAN as an associate member. EB suggested that if non-African nephrologists practiced in Africa they should be eligible to join. He also believed that they should join as full members. RD stated that the constitution stated that only Africans could join as an associate member. For example, ISN President, Vivek Jha who wanted to support AFRAN. HE stated that this was a good idea. SN supported RD suggestion and stated that associate membership would work as the member would not be allowed to vote. Honorary membership could be awarded for distinguished and very important work. It was agreed that the word 'African' must be deleted from Article 2, on Associate members, Section 1 on Eligibility, to affect the change in the constitution.</p>	
7	WCN Global Nephrology Village	
	<p>MAG requested the following;</p> <ul style="list-style-type: none"> • Committees to provide information as per criteria provided. This would be used to create the PDF's for the village booth. • Update from Turners on the video. • Powerpoint presentation from AN for the description of AFRAN. <p>AN confirmed that he had recorded his presentation for the Raising the Curtain session. LH confirmed that complimentary registration is provided for the Global Nephrology Village only.</p> <p>AN thanked the Web and Media committee for all their hard work. IU suggested that all the electronic media should be collated and sent to the World Kidney Day Steering Committee so that they could see the effort done by AFRAN. MHH agreed. The information should also go onto the website.</p> <p>MAG suggested sharing the Facebook username and password with the board.</p>	MAG / Web and Media Committee
8	Turners Action Plan Document	
	<p>LH presented the action plan document on behalf of Turners Secretariat.</p> <p>NPO Registration – LH advised that the changes to the constitution were made as discussed in the previous meeting. AN confirmed that the changes were accepted. The constitution would also be updated with the changes from this meeting.</p> <p>Board of Trustees information for NPO registration – Turners are checking if uncertified passport copies would be accepted for the application. LH confirmed that HY had sent through his documents. AN to sign the service agreement.</p> <p>Payment Process – LH advised that the payment processes are in place. AN queried how the existing AFRAN Board Members could settle members fees. LH confirmed that all existing members, board members and committee chairs were sent a letter requesting membership renewal.</p> <p>AN requested simplifying the process for the board. LH advised that a form was sent out with the letters. LH advised that she would follow up with the direct link to the registration page. Once the registration form was received she would provide payment details including</p>	

	<p>payment links for credit card transactions and Paypal. AN stated that the board members do not need to validate their applications. AN stated that his aim was collect all fees from the board by the end of March.</p> <p>GS queried if Turners needed to validate membership for other members. AN proposed that applications should be supported by one person only and not two. All agreed. SN also suggested that long standing members should not be re-proposed. Only new members should be proposed. All agreed. FJ suggested that the countries data on the website can be used to verify members. FJ to prepare a letter to the national society presidents to request the countries data.</p> <p>Website branding and design – LH reported that the website is live and requested all board members to send through their CV and images.</p> <p>SOP - Turners will update the SOP document with the membership process and circulate.</p>	
9	AOB	Turners
	Update on the congress – FJ, YH and Board to have a meeting before the next board meeting and update all at the next board meeting.	
10	Close and date of next meeting	
	AN thanked all for attending the meeting. LH to send a Doodle poll to the board and committee chairs to determine that best date and time for the next meeting. The meeting closed at 21h11 SAST / 19h11 GMT.	LH